

**Town Manager's Report**  
**Monday, July 9, 2012**

**To: Board of Selectmen**  
**From: Christopher Whelan, Town Manager**

Following are some of the matters reported on this week by various town departments:

**FINANCE**

**State Budget signed:** The Governor signed the FY13 state budget yesterday and the Department of Revenue has now issued the official estimates of state aid to all municipalities and regional school districts. The municipal estimates are required to be used in setting Fy13 property tax rates later this year. Estimates of state aid, the so-called "Cherry Sheet" numbers, are not a guarantee of receipt. However, variances are usually small. The major portion of state aid is distributed quarterly (Sept. 30, Dec. 31, March 31 and June 30).

Concord's FY13 state aid estimate is \$317,797 above the General Fund estimate included in the April 2012 Finance Committee Report. The total of \$3,717,120 is a 3.8% increase over the prior year and finances 4.5% of the adopted budget. The additional state funding will reduce the Fy13 property tax levy by an equal amount. While there may be additional revision of revenue estimates before the FY13 tax rate is set in November, the best estimate right now is that the tax rate increase will be in the range of 1% to 2% rather than the 2.43% increase projected at the time of the April Town Meeting.

The final state aid estimate for the Concord-Carlisle Regional School District is about \$106,000 above its budget estimate, and the estimate for the Minuteman Technical and Vocational Regional School District is about \$179,000 over its budget estimate. Regional School Committees may use these official estimates in support of budget amendments (without any further authorization from member municipalities) or may use all or part of the actual revenues over budget to increase reserves.

**POLICE**

**Operational Services:**

On Tuesday July 3, officers responded Concord Park Assisted Living for a report of a two missing elderly patients. Officers conducted a thorough search of the area and located both subjects. Both parties were unharmed and returned to Concord Park.

On Thursday July 5, officers responded to the First Parish Church for a report of a stolen purse from a volunteer which took place during Open Table. Officers checked the area and the case is currently under investigation.

On Sunday July 8, officers conducted a motor vehicle stop on Route 2 at Crosby's Corner. The operator was suspected of operating the vehicle while impaired. As a result of an investigation, officers arrested the operator for drunk driving.

**Community Services:**

On Wednesday July 4, officers assisted with the annual Minuteman Road Race. Officers also set up a display on Everett Street and in Emerson Field for Picnic in the Park.

Officers have been vigorously patrolling White Pond and Walden Pond on a daily basis. Officers have been dealing primarily with parking related issues at both locations.

**Administrative Services:**

On July 11, five officers will be attending the Middlesex County District Attorney's Office training on the Law of Identification & Interrogation for Investigators.

**LIGHT PLANT**

**Energy Efficient Central Air Conditioning System Rebates:** So far this year, 23 Concord residents have received rebates from Concord Light because they chose energy efficient central air conditioning equipment when they installed a new system or replaced an old one. The average rebate was \$425. The more efficient the equipment, the higher the rebate. Rebate applications are available at <http://www.concordma.gov>. Click on "Lighting and Appliance Rebates" under "Opportunities."

**Landfill Solar:** The draft of the Landfill Solar RFP #284 is available for SMT review. Electronic copies are available on the "paradox" server under "RFP #284."

**New Warehouse:** The contract documents for the CMLP warehouse expansion are now fully executed and we had a kickoff meeting with the consultants this week (Studio Troika, Allan & Major). They are scheduled to begin work this Monday the 9th and will deliver final bid-ready designs within 60 days.

**Substation Capacity:** Woodard and Curran submitted a draft copy of the transformer specification for our review. Once we have a transmission circuit analysis from NSTAR we can finalize this document in preparation for bidding next month.

## **PLANNING & LAND MANAGEMENT**

### **Planning Division**

- **West Concord Historic Resource Survey Now Underway:** The Request for Proposals was issued on Tuesday to hire a consultant to work with the Concord Historical Commission (CHC) to complete the West Concord Historic Resource Survey Update. The CHC recently received a Survey and Planning Funds grant from the Massachusetts Historical Commission for the project which will be matched with Community Preservation Act funding. The CHC expects to have a consultant chosen by the end of the summer and the project underway by October. Under the MHC's grant guidelines, all work on this project must be complete by July 1, 2013.
  
- **Massachusetts Cultural Council visits Concord (on June 28<sup>th</sup>):** Town Manager Chris Whelan, Selectman Jeff Wieand and Director Marcia Rasmussen joined representatives from the Concord Chamber of Commerce in a meeting with the Massachusetts Cultural Council staff as they evaluated the proposed Concord Center Cultural District and toured the many historic and cultural sites in Concord Center.

### **Natural Resources Division**

- **Natural Resources Commission:** New applications received for the July 11th NRC meeting include: a Notice of Intent for Milldam Nursery School at 6 Lexington Road to replace equipment in the outdoor playground; a Notice of Intent for Nashawtuc Country Club at 1861 Sudbury Road to construct three paddle tennis courts; a Notice of Intent for Middlesex School at 1411 Lowell Road to construct five new faculty houses together with site improvements including reconfigured parking areas and driveways, pedestrian walkways, a stormwater drainage system, utilities, sewer extension and associated landscaping; an Amendment for 42 Ridgeway Road to relocate the proposed single family house to meet zoning requirements; a Notice of Intent for 333 Bedford Street to demolish and reconstruct a single family house; and, a Notice of Intent for CPW to replace a culvert in Sleepy Hollow Cemetery. The following continued hearings are also scheduled for this meeting: an Amendment for Concord-Carlisle High School, 500 Walden Street, to install a water line; a Notice of Intent for Crosby's Market, 181, 195 & 203 Sudbury Road, to install drainage improvements and repave the parking lot; an Amendment for Jack Granahan, 1385 Old Marlboro Road, to replace a culvert, repave the driveway, and remove trees; a Notice of Intent for Jack McBride, 253 Sudbury Road, to demolish and reconstruct a single family house; and, a Notice of Intent for Jeffrey Morgan, 495 Monument Street, to construct an in-ground pool, pool house, and other site amenities.
  
- **Water Chestnut Harvesting:** The Harvester is now expected to be launched Monday, July 16th at 10 a.m. from Heath's Bridge. The Towns of Concord and Lincoln, along with the Concord Land Conservation Trust, will be harvesting water chestnut over the next two weeks in the Sudbury River and Fairhaven Bay. Conservation Crew will also be removing water chestnut in Warner's Pond, Macone's Pond, and Hutchins Pond.

### Building and Inspections Division

- **Building activity remains high:** Even though we celebrated the Fourth of July with a day off, construction activity remained high, with 30 building inspections, 12 plumbing inspections and 15 electrical inspections.
- **“Labor Day” already?:** Lights, cameras, action - an electrical contractor pulled a permit for a temporary electrical supply for the filming of “Labor Day” in Concord.
- **Concord Mews:** Another Certificate of Occupancy has been issued for one of the 28-unit apartment buildings at the Mews. This is a very good thing, since occupancy guarantees that these units remain on the State’s inventory of subsidized housing units.

### Health Division

- **Drumlin Farm, Lincoln:** Drumlin Farm would like to begin producing and selling value-added farm products including lacto-fermented pickles, regular pickles, canned tomato sauce, and jam. This represents another instance where the Health Division must work with an applicant and Massachusetts Department of Public Health (MDPH) Food Protection Program to respond to novel food products and processes. Assistant Health Director Stan Sosnicki will work with MDPH to ensure the correct licensing and kitchen requirements are met.

## **PUBLIC WORKS DEPARTMENT**

**Water Supply Demand Management Plan** - To date, water demand has remained below our 3 million gallons per day available supply. Due to the combination of timely precipitation and volunteer customer conservation efforts, the Public Works Commission has been able to avoid the need for a declaration of a State of Water Supply Conservation and implementation of Outdoor Water Use Restrictions. With the Nagog Pond water supply remaining off-line for scheduled improvements, there remains little margin for any upset of operating supplies or increasing demands typically attributed to hot dry weather. CPW requests that Concord citizens, businesses and institutions continue to do their part in reducing unnecessary outdoor water use. Your cooperation is greatly appreciated.

**Route 2A Pump Station Rehabilitation Project** - Barbato Construction Co. Inc. (Middleboro MA) is nearing the end of the construction activities at the Rt. 2A Pump station. Work completed to date includes the installation of new outdoor dry well, emergency generator and UV disinfection equipment as well as the replacement of all chemical storage and feed systems, electric and instrumentation systems, as well as doors and windows. Start-up is tentatively scheduled to be performed within the next few weeks.

**Deaconess Well Satellite Well Project** - NUWATER Inc. is moving forward on the construction contract issued to perform treatment facility improvements at the Deaconess facility. The scope of work includes installation of two well pumps, two associated variable frequency drives, approximately 120 feet of 6-inch ductile iron water main, approximately 100 feet of flanged

ductile iron water main, valving and instrumentation. A preconstruction meeting has been held and work has been initiated. To date, most of the mechanical work has been completed.

**Town-Wide Sign Inventory and Condition Assessment** – Project consultant Vanasse Hangen and Brustlin, Inc. (VHB), has completed data collection and is post-processing and conducting a quality control review of the data for delivery to the Town for review. Once completed, the consultant will continue with the remaining tasks which include analysis of the Town’s Traffic Rules & Regulations. A street sign design public meeting took place on June 13<sup>th</sup> at which time the new street sign design featuring the Town seal and replacement plan were presented and public comment received. Comments will be incorporated in the final design and replacement plan.

**2012 Pavement Markings** - Project contractor Hi-Way Safety Systems of Hanover Ma, continued marking crosswalks, stop bars, parking stalls and other miscellaneous pavement markings along Main St, Concord Depot, West Concord Center and other areas across Town. The contractor is currently scheduled to come in one night a week for the next several weeks to continue their work. This work is done overnight to minimize traffic impacts.

**Main St at Thoreau St intersection Safety Improvements** – Elements of this project will include construction of ADA compliant wheel chair ramps, realigned crosswalks and new pedestrian signal equipment including signal posts and necessary conduit and appurtenant work. The project design consultant Greenman-Pedersen, Inc. (GPI), has delivered final plans and specifications and the Engineering Division has advertised for bids. The bid opening date is Friday July 13<sup>th</sup> at 10:00a.m. An award is anticipated which will allow construction to begin in the late summer and be completed in the fall.

**2011/2012 Roads Program** - Sub contractor Fenton and Son proposed to resume catch basin repair work on Thoreau St Tuesday, July 3<sup>rd</sup>. However, due to the Holiday and the fact that Fenton will be short-staffed the remaining part of the week, it was agreed to defer work until Monday July, 9<sup>th</sup>. They plan on taking approximately two to three days to finish, barring any delays. This will complete the drainage work necessary to allow Lazaro to resume paving. A definitive date will be set once the drainage work is complete. However, the paving sequence will be to complete Thoreau Street followed by paving of the Union, Hubbard, Fielding and Willow Streets. Then, Riverside Ave, Derby St. and Central St will be completed. As always, miscellaneous clean-up and loaming and seeding will finalize the project. The project is on schedule and should be finalized prior to the contract date of completion

**Junction Park** - Project low bidder Cali Corp provided the Town with a letter committing to hold their bid prices for another 30 days (excluding holidays and weekends), which allows the Town to finalize the lease agreement with MassDOT. On June 29, CPW-Engineering forwarded three copies of the License Agreement for the Secretary of Transportation’s signature. Once the agreement is sent back to the Town, CPW will move toward an award and commencement of the project. CPW has also contacted OARs in an effort obtain an additional \$24,000 in project grant funding based on the bid prices received. OARs has been receptive to the request and

CPW will continue to work with OARs and provide back-up information as needed to facilitate the approval of the funding.

**2012/2013 Roads Program** - On June 15<sup>th</sup> bids were opened. Lazaro Paving Corp. is the apparent low bidder. CPW will work towards a formal recommendation to award this week. Phasing of the project is not yet determined. However, the 2011/2012 Roads Program is scheduled to be completed prior to any work beginning on 2012/2013 Roads Program.

**Sleepy Hollow Culvert Restoration** – The Notice of Intent Package for the Project was submitted to the Natural Resources Commission on Thursday, June 28, 2012, in order to be on the agenda for the meeting scheduled on July 11, 2012. This Project involves the replacement of an existing/deteriorated CMP culvert, as well as the cleanout of an existing stone box culvert in order to restore the adjacent wetland area to normal operating conditions. With design work complete, CPW-Engineering has now investigated additional downstream structures/conditions to assess and quantify the need for any future construction improvements.

**209-219 Walden Street (Concord Fire and Police Departments)** - The project includes the cut, cap and abandonment of portions of the existing garage floor drain system and proposes a new oil water separator and garage floor drain connection into and the Town sewer system. The design of this project was completed in May. CPW's Engineering Division is currently developing a Spill Prevention, Control, and Countermeasure (SPCC) Plan for the facility to include within the sewer service modification application to the Water & Sewer Division. Review of the sewer service modification materials, including the SPCC plan are anticipated to be completed in early July for review with CFD Staff.

**Concord Hazardous Waste Collection Event Results** - The June 6<sup>th</sup> hazardous waste collection, held at 133 Keyes Road location in Concord, was attended by 139 residents (133 curbside program subscribers and 6 nonsubscribers). This was a satellite collection for the convenience of Concord residents coordinated to take place in Concord under the Minute Man program. Curbside program subscribers received a free pass for this event; nonsubscribers paid the collection firm, Clean Harbors, directly.

Curbside subscribers that were not able to attend this collection can receive a free pass (for up to 25 lbs. or 25 gallons of hazardous waste), for one of the upcoming hazardous waste collections at the Minuteman Hazardous Products Facility in Lexington on the following dates: July 21, August 18, September 16, October 20 and November 10. Nonsubscribers can also attend these collections and pay Clean Harbors directly. These collections are a great opportunity for residents to properly dispose of household hazardous waste such as cleaning products, insecticides, solvents, pesticides, pool chemicals, etc.

## **LIBRARY**

- The very popular Music on the Lawn Series, sponsored by the Friends of the Concord Free Public Library will hold its first concert this Wednesday, July 11, 2012 at 7:00 p.m. featuring Sol

y Canto. The concert is free and open to all, so please bring a lawn chair and a picnic dinner and join us. Additional concerts in the series will include: Balla Tounkara and Groupe Spirit - Wednesday, July 25<sup>th</sup> and Annalivia – Wednesday, August 8<sup>th</sup> All concerts will begin at 7:00 p.m.

- Additional outdoor entertainment will include "Scenes from A Midsummer Night's Dream" by William Shakespeare to be performed by the Concord Players on the Main Library's front lawn. The Concord Free Public Library is delighted to host four performances at 2:00 p.m. on July 14<sup>th</sup> & 15<sup>th</sup> and July 21<sup>st</sup> & 22<sup>nd</sup>.
- Deborah Ervin will begin as Assistant Library Director on Monday, August 13<sup>th</sup>. The Concord Journal published our press release announcing this appointment online last Friday (<http://www.wickedlocal.com/concord/mobiletopstories/x478683743/Deborah-Ervin-named-new-assistant-library-director-in-Concord?utm=c#axzz208kLCjrH>) and I anticipate that it will appear in print in this Thursday's paper.
- On Friday, July 13, 2012 the Concord Free Public Library will host two programs as part of *Celebrating 150 Years of Thoreau's Life, Works, and Legacy*. From 1:00 - 2:30 p.m., Allan Schmidt will give a presentation in the Trustees' Room called "Thoreau's Illustrated Atlas. From 3:00 - 4:30 p.m., Curator Leslie Wilson will conduct a tour of Special Collections." Pre-registration is required.
- The Concord Fire Department responded to a smoke alarm at the Main Library on Friday night, 7/6. Guy Paquin, Building Systems Custodian, assisted the firefighters by isolating and shutting off power to the lighting fixture believed to have caused the alarm. The Deputy Fire Chief returned today with an infrared device to check the heat output from all of the lighting fixtures. Additional parts thought to have possibly contributed to the problem were all replaced earlier today.
- At the Water Department's request, we commissioned an audit of the Main Library's irrigation system. The final report prepared by Irrigation Consulting, Inc. revealed that the system is fully functional. As a follow-up the Water Department has issued an abatement for our FY12 sewer charges in the amount of \$3,244.48.